



Application for Volunteer

City of Leesburg Parks and Recreation Department

Print Name: _____ Nick Name: _____

Address: _____

Home #: _____ Cell #: _____ Work #: _____

Email: _____ Birth date: _____ Sex: Male / Female

(circle one)

Previous Address: _____ How long at this address: _____

****Social Security #:** _____ Driver License #: _____ State: _____

(**required)

Emergency Contact: _____ Relationship: _____

Address: _____ City: _____ Home #: _____ Cell #: _____

Volunteer Position you are applying for: _____

If you should require accommodation(s) to any volunteer duties described above due to functional limitations, please explain:

Employer: _____ Supervisors Name: _____ Phone#: _____

Address: _____ City: _____ Zip: _____

May we contact this employer? Yes No If no explain: _____

References: _____

Name: _____ Phone #: _____ Relationship: _____

Name: _____ Phone #: _____ Relationship: _____

Have you ever been arrested, charged, or convicted of a crime? Yes No If yes explain _____

Notice: this form contains a release, indemnity and waiver of liability in favor of the City of Leesburg. When signed, this form is a contract with legal consequences. Please read it carefully before signing.

Workday Volunteer Standards of Conduct

City of Leesburg volunteers are personally and professionally obligated to serve the public with honesty and integrity. It is essential that all City of Leesburg volunteers maintain the trust of the public, the commission, and co-workers. All City of Leesburg volunteers must abide by the policies which govern the conduct for employees in the following areas:

1. Conflict of interest. Avoiding the appearance or reality of a conflict of interest forms the basis for the City of Leesburg's ethics policies. Public employment (including volunteering) is not to be used for unauthorized personal gain.
2. Accepting or soliciting gifts. Volunteers are not to accept or solicit gifts. A "gift" is a thing of value to the recipient and can include such items as a cash payment, loan, gratuity, honoraria, service, favor, or promise of future employment. This policy is not meant to apply when: a gift is of nominal value of \$5.00 or less; a gift is given or exchanged by employees/volunteers on occasions such as birthdays, retirement, marriage, service anniversaries, etc.; a professional or public award is given, reflecting positive performance or community service; a gift is exchanged or given by a relative where a family relationship, rather than business relationship is involved; food is consumed at a public, professional, or community reception; trade discounts or inducements are offered to the general public or to private groups such as professional, religious or service organizations that are not limited in membership only to City of Leesburg employees/volunteers.

3. Code of ethics. Central to the standard of ethical conduct is the board of City of Leesburg commissioners' policy that no officer, employee or volunteer shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction, or professional activity or incur an obligation of any nature which is in conflict with the discharge of his/her duties in the public interest. Since the confidence of the citizenry is the very foundation for effective government, even an unfounded appearance of unethical conduct by a public employee/volunteer can significantly impair the capability of government.
4. Nondiscrimination. It is the policy of the City of Leesburg that all employees and volunteers should be able to enjoy a work environment free from all such forms of discrimination, including *sexual harassment. No employee or volunteer – whether male or female – should be subjected to unsolicited and unwelcomed sexual overtures or conduct, whether verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior, which is not welcomed, which is personally offensive, which debilitates morale, and which, therefore, interferes with work effectiveness. Such conduct, whether committed by supervisors or non-supervisory personnel or volunteers, is specifically prohibited. Copies of City of Leesburg's full policies (and expanded policies) on sexual harassment and anti-harassment are available upon request.
5. Policy opposing workplace violence. The City of Leesburg is committed to the goal of maintaining a work environment free from violence or the threat of violence. As a City of Leesburg volunteer, you have a personal and professional responsibility to be aware of the City of Leesburg policy, to review and understand it, and to comply with the workplace violence prevention & intervention policy. A copy of the City of Leesburg's full policy opposing workplace violence is available upon request.
6. Equal opportunity policy. It is the policy of the City of Leesburg as established by the board of commissioners, to provide equal opportunity in, and equal access to, City of Leesburg government employment and volunteer assignment for all qualified persons regardless of race, color, religion, national origin, gender, age, disability or sexual orientation. A copy of the City of Leesburg's full equal opportunity policy is available upon request.

I acknowledge that as a City of Leesburg volunteer, I have a personal and professional responsibility to be aware of the above referenced City of Leesburg policies, have been given the opportunity to review and understand these policies, and I agree to abide by these policies. I am a volunteer for the City of Leesburg. I have read and understand the above description of my responsibilities as a volunteer and agree to remain within the scope of those responsibilities while volunteering with the Parks and Recreation Department of the City of Leesburg. I have no known health problems that would hinder or be aggravated by my participation in this program. I do hereby agree to release, waive, discharge, and covenant not to sue City of Leesburg, its officers, agents, and employees, from any and all liability or claims for damage or injury that may be sustained by me directly or indirectly in connection with, or arising out of my volunteer activities noted above, whether caused in whole or in part by the negligence of City of Leesburg. I further agree, to indemnify and hold harmless City of Leesburg with respect to any and all liability, including all fees, costs, expenses, and attorney's fees, resulting from losses sustained by third parties, arising out of my actions or alleged actions in connection with my volunteer duties described herein.

I, on behalf of myself, or as parent/guardian of the dependent named herein, do hereby grant full permission to City of Leesburg to use photographs, videotapes, recordings, and any other record of the activity for any legitimate purpose whatsoever.

Due to our concern for the protection and welfare of our children, it is the policy of the City of Leesburg Parks & Recreation Department to conduct a criminal background check on all prospective volunteers and contractual personnel. In providing the information above you are allowing us to conduct this background check and in so signing this document have released the City of Leesburg Parks & Recreation Department, its agents, employees, staff, and any other person from any damages or liability that may result from the said check. I execute this certificate and affidavit of my own free will and accord, with full knowledge of the purpose therefore.

I have received the City of Leesburg's Social Security number Collection policy as prescribed by Florida Statute 119.071(5)

Volunteer Signature

Date

Note: signature of parent/legal guardian is required for volunteers under 18 yrs. of age.

Parent/Legal Guardian Signature

Date

CITY OF LEESBURG, FLORIDA
SOCIAL SECURITY NUMBER COLLECTION POLICY

Florida Statute 119.071(5) provides that a “commercial entity” engaged in performance of a “commercial activity” may access Social Security numbers through a public records request under specified conditions. The statute provides definitions of “commercial entity” and “commercial activity” and provides a list of requirements the commercial entity must meet in order to access Social Security numbers.

The city of Leesburg, Florida is required to have a written Social Security number collection policy. This policy must be provided to an individual when the City of Leesburg collects that individual’s Social Security number.

Social Security numbers collected by an agency may not be used by the agency for any purpose other than the purpose provided in the written statement.

All public records requests for Social Security numbers must be referred to the City Clerk.

The City of Leesburg, Florida, collects your social security number for any of the following purposes:

1. Classification of accounts, Identification and verification, Credit worthiness, Billing and payments, Data Collection of debts on past due accounts including utility accounts;
2. To facilitate collection of debts on past due accounts including utility accounts;
3. To conduct credit checks on potential utility accounts;
4. To verify identity;
5. To render IRS Form 1099 to persons for whom Federal law requires the City to issue that form;
6. To conduct background checks on possible vendors, employees, or independent contractors;
7. To complete fingerprint cards as necessary;
8. For arrest warrants or affidavits;
9. For issuance of taxi or peddler/solicitor permits;
10. For checks and confirmations of warrants;
11. For suspect reports;
12. For the following purposes related to Human Resources Department:
 - a. Applicant Tracking
 - b. Child Support Enforcement
 - c. Internal Revenue Service Levies
 - d. Savings Bonds
 - e. Insurance coverage
 - f. Payroll deductions
 - g. Employee evaluations
 - h. Pension and benefits
 - i. Workers Compensation
 - j. Verification of employment
 - k. ICMA (International City Manager Association) Pension or Benefit payments
 - l. Unemployment taxes and quarterly reports
 - m. Collection and remittance of taxes
 - n. Personnel Identification
 - o. Computer Purchase Agreements
 - p. Family Medical Leave Act paperwork
 - q. General Personnel Matters

Social Security numbers are also used as a unique numeric identifier and may be used for search purposes. Social Security numbers will not be disseminated to the public except as provided by applicable State of Florida and Federal law as now in effect or as hereafter amended.

Each person receiving the Social Security Number collection Policy must sign a statement that they received this policy.